



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.5.4	Subject: TRANSFER OF RECORDS
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 1
Section 5: Case Records/Good Time	Revision Date:
Signature: /s/ by Director 6/14/96	Effective Date: Oct. 1, 1996

I. POLICY:

It is the policy of the Montana Department of Corrections to require operational procedures are in effect in all facilities/programs to ensure that when an offender is transferred from one facility or program to another, an updated case file and/or summary will be transferred simultaneously.

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of Department of Corrections

III. DEFINITIONS:

None.

IV. PROCEDURES:

All case files will be transferred to the facility/program receiving the offender within three working days. Case files and summaries will include all pertinent information, such as history, records, court/legal documents, medical records and educational records.

V. CLOSING:

Questions concerning this policy should be directed to the employee's immediate supervisor.